



Chris Christie
Governor

Kim Guadagno
Lt. Governor

Allison Blake, PH.D., L.S.W
Commissioner

JOB VACANCY POSTING

POSTING #:	073-14	ISSUE DATE:	May 29, 2014
TITLE:	YOUTH ADVOCATE	CLOSING DATE:	June 12, 2014
LOCATION:	Department of Children and Families (DCF) Office of Adolescent Services 50 East State Street Trenton, NJ 08625		
POSITIONS:	1	SALARY:	\$13.00 per hour. Up to 34 hours per week.
DISTRIBUTION:	STATE-WIDE		

The Department of Children and Families (DCF), Office of Adolescent Services, is seeking a qualified individual to fill the part time Youth Advocate position located in Trenton, NJ. This is a grant funded position.

JOB DESCRIPTION

The Youth Advocate provides administrative support and expertise in the support of the “Planning Grant to Develop a Model Intervention for Youth/Young Adults with Child Welfare Involvement.” The position will support the project by providing knowledge and insight regarding the development and experience of youth, especially those who have entered foster care.

RESPONSIBILITIES

The selected candidate will be required to:

- Provide support to the Connecting Youth Project Director and Planning Coordinator in the process of a statewide analysis of policy, practice, and services by measuring and analyzing efforts made so far, develop a plan to create and implement measures and workload indicators, assist in the development of these measures, and present periodic reports on the progress.
- Coordinate and otherwise, provide assistance in special projects.
- Provide special support to partners, community providers and staff as needed.
- Update the Connecting Youth Project Plan as changes occur and the needs assessment reveals new directions.
- Arrange and facilitate sessions to assist in planning efforts.
- Conduct research, make site visits, and find resources to help staff make decisions about possibilities.

QUALIFICATIONS

EDUCATION: A high school diploma is required. A Bachelor’s degree from an accredited college or university is preferred.

EXPERIENCE: Experience being served by DCF, the child welfare system, strongly preferred. Has experience with project management, working in fast paced environments, has built partnerships to meet outcomes, and has basic knowledge of youth services in New Jersey.

OTHER REQUIREMENTS: Applicant must be at least 18 years of age.

LICENSE: Appointees will be required to possess a driver’s license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the “New Jersey First Act,” which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

Electronic Filing:

Forward a cover letter and resume electronically to:

Jennifer.Dowd@dcf.state.nj.us

Include the Job Posting # in the subject line of your email.

Alternate Filing:

If unable to file electronically, applicants may forward a cover letter and resume (including Job Posting #) to:

Andrea Maxwell, Manager 1 Human Resources
Department of Children and Families
Office of Human Resources
P.O. Box 717
Trenton, NJ 08625-0717